

**BY ORDER OF THE COMMANDER,
AVIANO (USAFE)**

**AIR FORCE MANUAL 23-110 VOLUME 2
PART 13 CHAPTER 8**



**AVIANO
Supplement 1**

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Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES, EQUIPMENT
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Vol 2, Pt13, Ch3, 1 January 2005, is supplement as follows: This publication implements Aviano AB procedures for managing equipment accounts. Discussed in the following paragraphs are procedures for establishing an equipment account, issue and turn-in procedures for equipment items, withdrawing from the Defense Reutilization and Marketing Office (DRMO) and handling instructions for unserviceable equipment. Additional information is also provided for Equipment Authorized Inventory Data (EAID) and weapons system assets. Maintain records resulting from these processes in accordance with Air Force Manual 37-123, *Management of Records*, and dispose of records in accordance with Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule. Protect personal information from inadvertent unauthorized disclosure in accordance with the Privacy Act of 1974.

SUMMARY OF REVISIONS

This supplement needs to be reviewed for changes in its entirety.

8.3.3.2. Non-EAID items are requested through the 31st Logistics Readiness Squadron, Customer Service Center (CSC), Issue Processing Cell, (31 LRS/LGRSC).

8.5.1. Individuals designated as organization or unit commander in this case include: deputy chief of staff, staff agency chiefs, senior members of Separate Operating Agencies (SOA) and chief special staff agencies.

8.5.1.7. Equipment Custodian Appointment letters will be used to appoint primary and alternate custodians for equipment accounts (see Attachment 1).

8.5.2.7. When Custodian Authorization/Custody Receipt Listings (CA/CRL) are not signed and returned within 15 workdays (30 workdays for off-base accounts), the 31 LRS/LGRSC Equipment Liaison Office

(ELO), extension 632-7114, will contact the equipment custodian to find out the reason for the delinquency. On a case by case basis, the ELO supervisor may grant on-base activities more than 15 workdays when requested and justified in writing by the equipment custodian's organizational commander. If no response is received, ELO will notify the 31 LRS Commander for appropriate action.

8.5.2.20. Outside storage, exposure to weather, maintenance procedures or safety regulations can make application of standard equipment in-use labels impractical. When equipment items are of sufficient size to make stenciling more appropriate, the minimum marking will be the EAID detail document number for accountability identification. Commanders may use their discretion in determining methods to permanently apply EAID document numbers to equipment which is unsuitable for stenciling or labels.

8.12. Use the equipment custodian appointment/change letters to request equipment account custodian changes. Completed forms are approved by the organizational commander and forwarded to ELO, 45 to 60 days prior to the effective date of PCS/PCA, separation or retirement. The relinquishing custodian is responsible for the account until the new custodian signs the new custody receipt listing. ELO will not clear departing custodians until a new custodian acknowledges accountability (see chapter 1, paragraph 1.10.3. of this manual).

8.13.1. Equipment transfer request (FET) is submitted directly to the USAFE Regional Supply Squadron (URSS) Equipment Management Element. The gaining equipment custodian is responsible to fill out the FET form posted on the URSS home page. This site must be accessed through the Air Force Portal: . The gaining custodian is also responsible to coordinate with the losing custodian.

8.17.2.7.3. Budget code 9 and Z requirements will be included in the appropriate organization budget document if equipment is not centrally procured.

8.23.2. Contact the 31 LRS Registered Equipment Management (REM) monitor, 31 LRS/LGRVM, extension 632-7667, before requesting a vehicle rental or lease.

8.23.6. Aviano DRMO is run as a satellite operation from Livorno, Italy. The DRMO Chief for Northern Italy can be reached at DSN 633-7618. The commercial address is DRMO; Base Militare d'Aviano; Area 2/Building 224; Via Pedemontana; Aviano, PN 3307; Italy; telephone numbers: (DSN) 632-5058/5082, (commercial) 0434-66-5058/5082; email address: aviano@livorno.drms.dla.mil.

8.23.6.1. (Added) EAID Accountable Equipment Items. Personnel working DRMO equipment withdrawal must be the designated equipment account primary or alternate custodians. Equipment custodians will bring DRMO screening sheets to the CSC for processing and coordination with the ELO. In turn, ELO will validate authorizations, stock control will process a post-post receipt and URSS will process an Equipment Receipt of Transfer (FED) to establish accountability.

8.23.6.2. (Added) Unserviceable Vehicles/Equipment. If an item in DRMO can be repaired and used for its intended purpose, utilize procedures established in this paragraph and paragraph **8.23.6.1. (Added)** of this manual. Equipment authorizations are not required for unserviceable items that will not be repaired or used for its intended purpose. In this case, the customer will provide ELO a signed statement by the organizational commander or designated representative, which certifies the item will not be used for its original intended purpose. It will be reviewed by ELO for approval prior to processing the request. The customer will retain the approval letter/form as authority to retain the unserviceable item without accountability. The statement may be made by submitting a letter being typed on the DD Form 1348-1, **DoD Single Line Item Release/Receipt Document**. The statement will read as follows: "I CERTIFY THIS ITEM WILL NOT BE REPAIRED, IS NOT TO FILL A VALID AUTHORIZATION AND WILL NOT BE USED FOR ITS ORIGINAL INTENDED PURPOSE." All copies will be provided to the customer.

8.23.12. Data processing equipment will be requested through the 31st Communications Squadron Acquisitions Office, 31st CS/SCBBIA, extension 632-7127.

8.23.19. (Added) Micrographic equipment includes microfiche viewers, viewer printers and stand-alone computer-assisted retrieval systems. Coordinate through base records manager for approval (see Attachment 8E-1 of this manual).

8.23.20. (Added) Special Processing:

8.23.20.1. (Added) The following procedures apply to the Geographically Separated Units (GSU) having vehicles to be processed to DRMO:

8.23.20.1.1. (Added) Upon determination or when directed by the Vehicle Management and Operations Section, HQ USAFE/A4RMV, that a vehicle is to be processed to DRMO or shipped, the REM monitor will send a letter to the applicable detachment providing instructions to prepare the vehicle for transfer. When actions are completed and the vehicle is ready for transfer, the GSU will advise 31 LRS/LGRVM, extension 632-7667.

8.23.20.1.2. (Added) GSUs will ensure record jackets are secured in vehicles prior to transfer.

8.23.20.1.3. (Added) The REM monitor will process applicable transactions to affect the transfer. After processing the DD Form 1348-1A, **DoD Issue Release/Receipt Document**, the Non-Directed Transfer (TRM) document will be mailed to the GSU.

8.23.20.1.4. (Added) A copy of the input accepted management notice, with the document number of the TRM/SHP annotated, will be provided to the Accountability Element, 31 LRS/LGRSP, extension 632-7030. The delinquency criterion for GSU vehicles is 30 calendar days as provided for off-base DRMO documents.

8.23.20.1.5. (Added) Upon receipt of the record jackets and TRM/SHP documents by the detachment, immediate action must be taken to process the vehicle to DRMO and the Traffic Management Flight. Obtain signatures and return the fileable document copy of the DD Form 1348-1A to the REM monitor, for subsequent filing in the Procedures and Accountability Element.

8.23.20.1.6. (Added) All 31st Fighter Wing GSUs will provide a letter that lists DRMO and Inbound Freight representatives authorized to receipt for vehicles. The letter should include at a minimum, appointment as the squadron Vehicle Control Officer (VCO), individual's printed name, rank and signature adjacent to their typed name. These individuals must be designated by the squadron commander. Lastly, this letter will be forwarded to and maintained by the REM monitor.

8.23.20.2. (Added) Condemned Radioactive EAID Assets. Prior to submitting a request for turn-in to Pick-Up & Delivery (P&D), 31 LRS/LGRVO, initiate a request for disposition instructions as outlined in Technical Order (TO) 00-110N-2, Paragraph 7. Additionally, a copy of the disposition instructions provided by the Radioactive Waste Program Disposal Office, AFIERA/SDRH (AFRMWO); 2402 E Drive; Brooks AFB, TX 78235-5114; will be attached to the request for turn-in.

8.24.2. Non-EAID (NF1) Equipment Items. CSC will verify the item is non-accountable equipment and will process a "P" Deck issue. The 31 LRS Commander or designated representative must authenticate the document.

8.24.4.3. (Added) Equipment assets being turned in to the 31 LRS may be delivered by the custodian to P&D, 31 LRS/LGRVO, bldg 1029, extension 632-4441, only after the AF IMT 2005, **Issue/Turn-In Request**, have been routed through the ELO. Contact the ELO before bringing the equipment and turn-in

documentation for processing. This will ensure personnel are available to assist you in a timely manner and ELO computers are operational for request processing. For all other turn-ins, including those requiring pick-up, the custodian may contact P&D to schedule an appointment.

NOTE: Equipment custodians are responsible for ensuring the AF IMT 2005 is properly prepared and the equipment is ready for pick up. The property must be properly tagged, cleaned, purged and prepared for shipment IAW the applicable technical order, or ready to transfer to DRMO IAW DOD 4160.21-M, *Defense Materiel Disposition Manual*, and DOD 4160.21-M-1, *Defense Demilitarization Manual*. P&D will not take property or return property not properly prepared for turn-in. Contact the ELO to determine if a requirement exists for the item in another organization. If a requirement exists, obtain the custodian's name and phone extension from the ELO. Contact the custodian to negotiate possible transfer. Transfer action request is generated by the gaining organization, which makes arrangement for movement of the property, precluding turn-in action by the losing custodian. If turn-in action requires coordination through other base agencies, obtain the required coordination prior to bringing the request to ELO for processing.

8.24.4.4.4. (Added) Mobility Items. If equipment being turned-in is authorized as a mandatory mobility item in accordance with the allowance standard and applicable weapons system or MAJCOM non-weapons system, the requesting custodian will input an Allowance Change Request (TACR) into the Air Force Equipment Management System (AFEMS/C001), (see AFMAN 23-110, Volume 2, Part 2, Chapter 22, Paragraph 22.20.2). The MAJCOM or Warner Robins Air Logistics Center Allowance Manager must approve the request before the turn-in is processed. Contact the ELO for additional information regarding these procedures.

8.24.4.4.5. Weapons Turn-in. Requests for turn-in/shipment will be submitted on AF IMT 2005 to 31 LRS Receiving (LRS/LGRM). The serial number of each weapon will be listed on the AF IMT 2005. 31 LRS/LGRM will process the turn-in/shipping document and direct customer to TMO.

8.29. A new CA/CRL will be produced when requested by custodian or upon change of custodian.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

- AFEMS**—Air Force Equipment Management System
CA/CRL—Custodian Authorization/Custody Receipt Listing
CSC—Customer Service Center
DRMO—Defense Reutilization Marketing Office
EAID—Equipment Authorized In-Use Detail
ELO—Equipment Liaison Office
FED—Equipment Receipt of Transfer
FET—EAID/In-Use Inter-Custody Receipt Transfer
GSU—Geographically Separated Units
LRS—Logistics Readiness Squadron
NF1—Non-Accountable Investment Item
P&D—Pick-Up and Delivery
RDS—Records Disposition Schedule
REM—Registered Equipment Management
SHP—Forced Shipment
SOA—Separate Operating Agency
TACR—Allowance Change Request
TO—Technical Order
TRM/SHP—Non-Directed Transfer to DRMO
URSS—USAFE Regional Supply Squadron
VCO—Vehicle Control Officer

Attachment 2**DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)**

Date _____

MEMORANDUM FOR 31 LRS/LGRSC

FROM:

SUBJECT: Appointment of Equipment Custodians

1. Request the following individuals be appointed as Equipment Custodians for account _____.
Custodians will complete Equipment Management Block III training prior to assuming responsibilities.

PRIMARY: _____ RANK: _____ DEROS: _____

OFFICE SYM: _____ BLDG # _____ DUTY TITLE: _____

DUTY PHONE: _____ DATE TRAINED: _____ SIGNATURE: _____

E-MAIL ADDRESS: _____

AUTHORIZED TO SIGN FOR CLASSIFIED: YES / NO (if yes, LEVEL: _____)

ALTERNATE: _____ RANK: _____ DEROS: _____

OFFICE SYM: _____ BLDG # _____ DUTY TITLE: _____

DUTY PHONE: _____ DATE TRAINED: _____ SIGNATURE: _____

E-MAIL ADDRESS: _____

AUTHORIZED TO SIGN FOR CLASSIFIED: YES / NO (if yes, LEVEL: _____)

2. In accordance with AFMAN 23-110, Vol II, Part Two, Chap 22, and Part 13, Chap 8.

- a. I will appoint one primary and one alternate custodian to all activities having more than one person assigned. Additionally, I will ensure all individuals relieved of custodial responsibilities are replaced NLT 45 days prior to DEROS.
- b. In the event I allow both custodians to depart station PCS without appointing replacements, I will immediately sign for and accept responsibility for the account.

COMMANDER'S SIGNATURE AND DEROS